

Jefferson County Position Description

Name:		Department:	Human Services		
Position Title:	Administrative Assistant I	Pay Grade:	2	FLSA:	N
Date:	November 2015	Reports To:	Office Manager		

Purpose of Position

The purpose of this position is to perform administrative and clerical support for Human Services.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs receptionist duties such as greeting and directing individuals, answering telephones, receiving and routing messages, checking in appointments.
- Performs clerical duties such as typing routine correspondence, computer data entry, developing and maintaining forms and charts, filing, receiving payments, ordering supplies, process/distributes mail.
- Provides excellent customer service to clients, other staff and contacts with Human Services.
- Schedules consumer appointments and maintains various clinic calendars electronically reflecting appointments, meetings, trainings, vacations, etc.
- Provides confidential coordination of clinic/consumer information.
- Receives, screens and directs incoming crisis calls and walk-ins, obtaining information for Emergency Mental Health Workers that is conducive to assist the individual in crisis.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates reliable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as may be assigned or may develop.

Additional Tasks and Responsibilities: These tasks may be essential, depending on the division an individual is working in.

- Performs secretarial duties specific for the Intoxicated Driver Plan program such as opening/closing/maintaining files, answering consumer inquiries, scheduling assessment appointments, entering data in DOT data base and generating forms and other correspondence.
- Provides backup to other support staff, as well as, willingness to work flexible schedules to support staff

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with 1-2 years office experience and working knowledge of Microsoft Word and Excel, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Demonstrates excellent verbal written communication skills.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date